

Department of the Army  
Headquarters, U.S. Army  
Operations Support Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6000

\*OSC Regulation 500-1

17 Nov 2000

Emergency Employment of Army and Other Resources

EMERGENCY PLANNING OFFICERS

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Applicability. This regulation applies to Headquarters (HQ), Operations Support Command (OSC) elements and OSC subordinate Commands, installations, and activities.

Decentralized Printing. All OSC installations are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation is authorized. Provide one copy to the proponent.

Proponent. The Operations Center Team is the proponent of this regulation. Users are invited to send comments and suggested improvements to HQ OSC, ATTN: AMSOS-RSO, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail [amsos-rso@osc.army.mil](mailto:amsos-rso@osc.army.mil).

Distribution. Distribution is determined by the proponent (available electronically at <http://www.osc.army.mil/im/rcsdmgmt/pubs.htm>).

Supersession Notice. \*This regulation supersedes IOCR 500-1, 28 Dec 98.

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FOR THE COMMANDER:

Official: //signed//  
Robert A. Benson  
Colonel, GS  
Chief of Staff

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1. Purpose. This regulation defines responsibilities for assignment of Emergency Planning Officers (EPO) and their duties and responsibilities within OSC.

2. References.

a. AMCR 25-2, U.S. Army Materiel Command (AMC) Duplicate Emergency Files Program.

b. OSCR 500-4, Notification Procedures for Emergency Action Messages (EAM).

c. OSCR 525-1, OSC Operations Center Activation, Augmentation and Operations.

d. OSC Mobilization and Operations Planning and Executive System (MOPES).

e. Emergency Response Plan (ERP).

f. OSC Form 25-4, Privacy Act of 1974-Emergency Notification or Office Roster & Personnel Locator.

3. Explanation of Terms. Emergency Planning Officer (EPO). An individual assigned by their commander, director, or office chief to act as an organization's POC for all real-world emergencies, exercises, test situations, and the staffing of emergency plans.

4. Responsibilities.

a. HQ OSC directors/office chiefs, and OSC installation commanders/representatives, will:

(1) Designate one primary and at least one alternate EPO. EPOs must have a knowledge of mobilization and emergency plans affecting their functions.

(2) Appoint the designees in writing. The document must include EFFECTIVE DATE, PURPOSE, SECURITY CLEARANCE, E-MAIL, FAX NUMBER (unsecure and secure, if available), and HOME AND OFFICE TELEPHONE NUMBERS. Provide the Privacy Act Statement (OSC Form 25-4) to each designee prior to obtaining personal information from them. Send one copy of the appointment document to HQ OSC, ATTN: AMSOS-RSO.

NOTE: OSC Form 25-4 is available from the OSC Forms Webpage at <http://www.osc.army.mil/im/rcdsmgt/forms.htm> or your installation Forms Management Officer.

(3) Ensure EPOs have proper authority and time to accomplish their responsibilities as an EPO.

b. The Chief, Operations Center Team, AMSOS-RSO, will:

(1) Act as advisor to EPOs in the performance of their duties and responsibilities.

(2) Conduct training semiannually for all new EPOs.

(3) Brief EPOs before Office of Joint Chiefs of Staff scheduled Command Post Exercises, other exercises as needed, and whenever possible, real-world emergencies.

(4) Update EPO lists as needed, but at least quarterly.

c. Each EPO will:

(1) Be the POC for their organization (installation for subordinates) for real-world emergencies and contingency operations, mobilization, emergency plans, and exercises.

(2) Coordinate, track and ensure responses to all taskers assigned to their organization by the Operations Center.

(3) Coordinate the development and staff mobilization and emergency plans for their organization.

(4) Develop and maintain internal procedures in order to respond to mobilization and emergency plans.

(5) Review, retain, and maintain one complete copy of the OSC MOPES and ERP.

(6) Coordinate actions to provide personnel support to the Operations Center when activated consistent with OSCR 525-1.

(7) Be responsible for the following actions concerning EAM notification procedures IAW OSCR 500-4.

(a) Keep center directors/team chiefs/office personnel informed of their responsibilities upon receipt of an EAM notification call.

(b) Provide for message pickup at the Operations Center; ensure all messengers have at least a SECRET clearance.

(c) Notify the Operations Center (AMSOS-RSO) (DSN 793-4815 or COMM (309) 782-4815) to report the current status of taskers, projects, etc., during declared defense readiness conditions (DEFCON), and during exercises.

(d) Ensure all personnel within their organization know what actions to take upon receipt of an EAM.

(e) During duty or nonduty hours, take action, as appropriate, on all EAMs pertaining to their organization.

(f) Review and maintain those checklists of mobilization/emergency actions (Chapter 4, MOPES) which pertain to their organization, on a current basis, and provide appropriate direction upon implementation.

(g) When necessary, keep an internal notification list of all key people that receive DEFCONS and EAMs (both duty and nonduty hours).

(8) Prepare reports (situation reports, logistics status reports, etc.) or input to reports required in support of mobilization/emergency plans, real-world emergencies, and exercises.

(9) Serve as the exercise coordinator for their organization to include developing Exercise Objectives, Master Scenario Event List (MSEL) items, MSEL implementors, other data collection, and input to After Action Reports.

(10) Serve as the OSC Lessons Learned coordinator for their organizations.

(11) Serve as the Duplicate Emergency Files Functional Representative for their organization, consistent with AMCR 25-2 and guidance in the OSC MOPES.